COLLEGE OF EDUCATION GRADUATE PROGRAMS

APPLICATION FOR ADMISSION



ADMISSIONS CHECKLIST FOR GRADUATE EDUCATION PROGRAMS

You may complete the enclosed application or submit an online application, but be sure all requirements listed in sections 1, 2, and 3 below have been completed. The online applications and forms are available at www.umw.edu/admissions/apply.

1.	Com	aplete all forms listed below and submit with your application fee: Application (Don't forget to sign!) Honor System Agreement Virginia In-State Tuition Form
2.	Subi	mit the following:
		Three letters of recommendation
		(For Education Leadership applicants only. Distribute to at least one supervisor.)
		Essay questions (See instructions on application.)
		Résumé outlining your work experience
		Passing Praxis I scores or applicable SAT, ACT, and/or VCLA scores (Initial licensure applicants only)
		Passing Praxis II scores (Recommended, Initial licensure applicants only)
		Copy of Virginia Teacher's License (Professional development or added endorsement applicants only)
3.	Sen	d a transcript request to all the colleges you've attended:
	•	Request official transcripts from each and every college or university you attended, even if the courses were transferred elsewhere. Duplicate the enclosed form if necessary.
	•	There may be a fee, so be sure to call, email, or check the website for each institution prior to sending the transcript request form.

4. Mail or deliver to:

University of Mary Washington Office of Admissions 121 University Blvd. Fredericksburg, VA 22406-7239

Note: A faculty-initiated interview may be required. The Faculty Admission Committee will review your application with the following criteria in mind: knowledge of content in endorsement area, commitment to teaching, understanding of the responsibilities inherent to teaching, skills in communication, and potential for success in graduate school.

Please call the Office of Admissions at 540/286-8088 or email graduate@umw.edu with your questions.

Monday through Thursday, 8:30 a.m. - 6:30 p.m.; Friday, 8:30 a.m. - 5 p.m.

GRADUATE EDUCATION PROGRAMS APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT in the information below and return this form with your \$50 non-refundable application fee to:
University of Mary Washington • Office of Admissions • 121 University Blvd. • Fredericksburg, Virginia 22406-7239

540/286-8088 • Fax: 540/286-8085 • Email: graduate@umw.edu For the term beginning Fall Spring Summer Year Education program you are applying for: ☐ Initial Teacher Licensure with M.Ed. Option ☐ Master of Education for Licensed Teachers ☐ Post Graduate Programs (Educational Leadership, Gifted Education, Literacy Specialist, Special Education, Teaching ESL) ☐ Certificates (Autism, Teaching ESL) Other PERSONAL DATA Legal Name Enter name exactly as it appears on passports or other official documents. Last/Family Middle (complete) _____ Former last name(s) if any ___ Prefer to be called (nickname) _____ Home Phone_ Email Address (Area Code) Mailing Address Work Phone ___ Number and Street (Area Code) City or Town Country Zip Code or Postal Code Employer_ Do you plan to utilize tuition reimbursement from your employer? \square Yes \square No Are you applying for a graduate assistant position? \square Yes \square No Are you applying for conditional admission through the ELS Language Center? \(\sigma\) Yes \(\sigma\) No Citizenship: U.S. citizen Dual U.S. citizen; please specify other country of citizenship_____ ☐ U.S. Permanent Resident visa; citizen of _____ Other citizenship - Country: All non-citizens are required to include documentation of their status with their application. Do you wish to apply for Virginia in-state tuition (based on Virginia domicile?)

Yes

No If yes, please state your Virginia city or county of residence. If yes, include the completed Application for Virginia In-State Tuition Rates with your application for admission. The following items are optional. Answers to these questions will not be used in a discriminatory manner. Sex: ☐ Female ☐ Male Birth Date Social Security Number (Excluding your social security number may delay the registration process)_____ If you wish to be identified with a particular race or ethnic group, please select the one that best describes you: ☐ African American, Black ☐ Asian or Pacific Islander ☐ White, Non-Hispanic ☐ Native American, Alaska Native ☐ Hispanic or Latino ☐ Multi-racial Are you Hispanic/Latino?

Yes, Hispanic or Latino (including Spain)

No Please describe your background ______ Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you: American Indian or Alaska Native (including all Original Peoples of the Americas) Please describe your background Are you Enrolled? ☐ Yes ☐ No Please enter Tribal Enrollment Number ☐ Asian (including Indian subcontinent and Philippines) Please describe your background _____ ☐ Black or African American (including Africa and Caribbean) Please describe your background _____ ☐ Native Hawaiian or Other Pacific Islander (Original Peoples) Please describe your background _____ ☐ White (including Middle Eastern) Please describe your background _____ How did you first learn of University of Mary Washington? Radio ☐ Newspaper ☐ Information Session ☐ Friend or Colleague Other ____

GRADUATE EDUCATION PROGRAMS APPLICATION FOR ADMISSION

Please mark your highest level of ed Bachelor's Degree	ter's Degree		Graduate, level unknown	☐ Doctorate
Please provide a copy of your offici		=		rea
List all colleges and universities atte	_	ning with the current or m	nost recent – including UMW.	
Transcripts from all schools listed	are required for admission.			
College or University	Location-City/State	Dates of Attendance	e Degree Earned	Name when enrolled
College or University	Location-City/State	Dates of Attendance	e Degree Earned	Name when enrolled
College or University	Location-City/State	Dates of Attendance	e Degree Earned	Name when enrolled
ENROLLMENT Do you have a Virginia collegiate p. What endorsement? Provide evidence of teaching license		Date	e license expires:	
I plan to be a: Part-time stud	ent			
PROGRAM A) INITIAL TEACHER LICENSU Please check below the endorsemen				
☐ Elementary	☐ Secondary Choose one from list: ☐ Biology		☐ Pre K-12 Choose one from the list: ☐ Art ☐ ESL	
☐ Middle Choose one from list: ☐ English ☐ History and Social Sciences ☐ Mathematics ☐ Science	□ Business and Information Technology □ Chemistry □ Computer Science □ Earth Science	 ☐ English ☐ History and Social Sciences ☐ Marketing ☐ Mathematics ☐ Physics 	□ Foreign Language specify language □ Music (Vocal/Choral) □ Instrumental □ K-12 Special Education □ General Curriculum □ Adapted Curriculum	
B) M.Ed. FOR LICENSED TEACH	HERS			
□ Diverse Student Population□ Educational Leadership□ Literacy Specialist	☐ Special Educ ☐ General (☐ Adapted	Curriculum	☐ Teaching English as a Second	l Language
C) POST-GRADUATE PROGRA	MS			
☐ Educational Leadership☐ Gifted Education☐ Literacy Specialist	☐ Special Educ ☐ General (☐ Adapted	Curriculum	☐ Teaching English as a Second	l Language
D) CERTIFICATES				
☐ Autism	☐ Teaching En	glish as a Second Language	2	
Have you ever applied to or attended Have you ever been convicted of a full Have you ever been convicted of a full Have you ever been convicted of a full If yes, please attach an explanation.	erime other than a traffic violat relony?		No UNIVERSI MARY V	TY OF VASHINGTON

where great minds get to work

ESSAY QUESTIONS Response should be two to three typed double-spaced pages for each essay.

INITIAL TEACHER LICENSURE WITH M.Ed. OPTION

- a) Why are you seeking teaching credentials? Why do you feel qualified to teach the subject/grade level of the endorsement you seek?
- b) Discuss a current issue in education and why you think it is important. Support your stance on this issue.

M.ED. FOR LICENSED TEACHERS, CERTIFICATE, AND POST-GRADUATE APPLICANTS

- a) What do you hope to gain from the M.Ed. program? What contributions do you feel you can make to the program as a participant?
- b) Select a current instructional issue and discuss why you believe it is important. Support your stance on this issue.

EDUCATIONAL LEADERSHIP

- a) Discuss a current issue in education that you might face as an educational leader.
- b) Write a statement of purpose in which you discuss your current and future leadership goals. Include in your response background experiences (personal and professional) that helped prepare you for a career in this field.

Include a résumé (of no more than three typed pages) outlining your education and your paid and volunteer work experiences.

THE HONOR SYSTEM: A WAY OF LIFE AT UMW

The Honor System is fundamentally a code of personal integrity. It means that students of the University of Mary Washington accept the challenge to make their word of honor a pledge of absolute truthfulness in all matters that fall within the Honor Code. It is a commitment to a way of life characterized by loyalty to the highest ideals of individual and collective ethical responsibility. — Dr. Edward Alvey, Dean Emeritus

STATEMENT OF NON-DISCRIMINATION

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age in recruiting, admitting, and enrolling students or in hiring faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination or questions should be directed to the AA/EEO Officer of the University.

COMMUNITY VALUES

Several elements contribute significantly to the fulfillment of the University's mission. One is the encouragement of, and respect for, individual and cultural diversity. The University also insists upon an atmosphere of civility

and tolerance consistent with the ideals of a community of scholars. Toward that end, the University embraces a statement of community values and expectations concerning the behavior of its members. This statement declares that:

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code,
- The right of every individual to be treated with dignity and respect at all times,
- The acceptance of and respect for diversity in our community and adherence to the University's Statement of Non-Discrimination, and
- *The freedom of intellectual inquiry in the pursuit of truth.*

As members of the University community, we refuse to tolerate behavior that in any way compromises or threatens these values.

PLEASE READ THE HONOR CONSTITUTION:

students.umw.edu/honor-system

UMW HONOR PLEDGE AND TERMS OF APPLICATION

I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the information about the Honor System, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying the facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused.

I realize that in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.

I have read and understand the expectations outlined in the "Statement of Community Values and Behavioral Expectations" and the "Statement of Non-Discrimination."

I understand that this application is subject to all terms and conditions, financial and otherwise, set forth in the current catalog and to all officially announced changes. I agree to accept all terms and conditions, financial and otherwise, which are in effect during the entire period of enrollment.

I also understand that I cannot be licensed to teach in the Commonwealth of Virginia if I have ever been convicted of a felony.

I certify that the information given in this application is correct to the best of my knowledge and belief. My signature below indicates that I accept the obligations and conditions of the Honor System.

I acknowledge responsibility for all tui	tion and fees resulting from my acceptan	ce of an offer of admission to the University of M	Iary Washington.
Applicant's Signature		Date	



Signature of applicant

Application for Virginia In-State Tuition Rates

University of Mary Washington • Office of Admissions • 121 University Blvd. • Fredericksburg, Virginia 22406

Please submit this form to complete your Application for Admission if you are claiming entitlement to Virginia in-state tuition pursuant to section 23-7.4, Code of Virginia. Supporting documents and additional information may be requested. *All questions must be answered*.

Section A - Student Information						
1) Name of applicant						
Last 2) Social Security Number (Optional)		First 3) Date of birth		Middle		
4) Citizenship U.S. U.S. permanent resident					v of I-9	<u> </u>
5) How long have you lived in Virginia? year(s)		speerly visa type	Exp. date	(T teuse provide cop)	y 0 ₁ 1 2	-)
		2 / 1	11 ()			
6) Where have you lived, in the sense of physical prese Street address City State	ence, during the last tw Zip code	o years! (List current a	To			
Street address Oity State	Zip code	Prom	10			
7) Employment information for at least one year prior	to the date for which i	n-state tuition rates ar	e sought (<i>If not emp</i>	loyed, or if retired, please	e indica	 ıte.):
Street address City State	Zip code	From	То			
 8) Do your parents/legal guardian provide 50% or modifinancial support or claim you as a tax dependent? 9) a.) If you are married, do you wish to claim eligibil in-state tuition rates based on your spouse's domic b.) If Yes, does your spouse provide over 50% of yo financial support? 10) Do any of the following characteristics apply to you Place a check beside all that apply. Age 24 or older as of the first day of the term in which the condition of the U.S. Armed Graduate or first-professional student Ward of the court or was a ward of the court until If both parents are deceased, no adoptive or legal Legal dependents other than a spouse 	lity for cile?	16) Are you or your armed forces? If No, continue to the second of the	the last year? gistration status: other state r operate a motor ve spouse an active du o Question 16. nember? Self following: income taxes paid or date? stationed on that da	chicle ty member of the U.S. Spouse n all military income?		No
 11) In the last tax year did you file a state return to any other than Virginia? <i>If yes, please explain</i>:	in which a tax ed ered ral	Permanent Duty If yes, as of what Where are you's Please submit a c you or your spou showing your rele 17) Answer this ques Will you have liv earned at least \$ all taxable incom one year prior to If yes, please subma copy of the mos	Station in Virginia? date? tationed? topy of the military o se to this station AN. ationship to the milit tion only if you live o red outside Virginia, 15,080, paid Virginia the earned in this Cou the term in which y nit verification of emp	rders permanently assign D a copy of the military ary member. utside Virginia but work i been employed in Virg a income taxes on mmonwealth, for at leas	in Virgi	□ d inia: □ ulary,

Date

Section B - Parent, legal guardian, or spouse

Signature of parent/guardian

This section must be completed by the applicant's parent, legal guardian, or spouse, who during the last tax year claimed the applicant as a dependent, or who, for the twelve months immediately preceding the first day of classes, has provided more than half of the applicant's financial support

2)	How long have you lived in Virginia? year(s)	mc	onth(s)			
3)	Where have you lived, in the sense of physical presence, do	iring the	last tw	o years? (List current address first.)		
Stre	eet address City State	Zip co	de	From To		
		1	1.1.			
	Employment information for at least one year prior to the cet address City State	Zip co		n-state tuition rates are sought (<i>If not employed, or if retired, please</i> From To Full-time/part-time	indica	ate.):
		Yes	No		Yes	No
5)	In the last tax year, did you file a state return to any state other than Virginia? <i>If yes, please explain:</i>	_		12) Are you or your spouse an active duty member of the U.S. armed forces?		
6)	Will you have claimed the applicant as a dependent on your federal and Virginia income tax return for the			If no, continue to Question 14. If yes, who is a member? Self Spouse and answer the following:		
	tax year prior to the term in which the applicant will enroll? <i>If no, please explain:</i>	_		a.) Are Virginia income taxes paid on all military income? If yes, as of what date? Where were you stationed on that date?		
7)	Will you have provided more than half of the applicant's			Where were you stationed on that date? Please submit a copy of the most recent Leave and Earnings Sta	ateme	nt.
	financial support for at least twelve months prior to the term in which the applicant will enroll? If no, please explain:			b.) Are you or your active-duty spouse assigned to a Permanent Duty Station in Virginia?		
8)	For at least one year immediately prior to the term in			If yes, as of what date?	_	
	which the applicant is claiming in-state status, will you have filed a tax return or paid income taxes to Virginia or all earned income? <i>If no, please explain:</i>	n 		Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the ID card showing the applicant's relationship to the military me		
9)	Are you a registered voter in Virginia? Date registered Original Re-registered _			13) Answer this question only if you live <i>outside</i> Virginia but <i>work</i> in Virginia:		
	If no, indicate your registration status: Registered in another state Not registered	_		Will you have lived outside Virginia, been employed in Virgi earned at least \$15,080, paid Virginia income taxes on all	inia,	
10)	Do you hold a valid Virginia driver's license? Date issued Original Renewal If no, indicate your driver's license status:			taxable income earned in this Commonwealth, and claimed applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant is claiming in-state status?		
	Hold in another state Not licensed			If yes, please submit verification of employment, including date	es	
11)	Did you own or operate a motor vehicle registered in Virginia during the last year? If no, indicate your auto registration status:			and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.	а	
	Registered in another state Did NOT own or operate a motor vehicle					
т.	ertify that the information I have provided is true.					

Date

TRANSCRIPT REQUEST

To the student: Fill out this form completely and mail to all colleges and universities you have attended. There may be a fee, so be sure to call or email each institution prior to sending this Transcript Request Form. Duplicate as needed.

To the institution: Please send a copy of an official transcript to:

University of Mary Washington

Signature

Date

COLLEGE OF EDUCATION

GRADUATE DEGREES APPLICANT RECOMMENDATION

TO BE COMPLETED BY	APPLICANT			
Applicant:			SSN:	
Name of person recommending	g applicant:			
confidential recommendations.	While we do not require that	t you waive your right to	read this recommendation	sion to waive their right of access to on, we do believe that such a waiver ation, please sign the statement below.
	ght of access to this recomm on is used solely for the purpo		_	
Applicant's Signature	:		Date:	
TO BE COMPLETED BY	RECOMMENDER			
The person whose name appear assessment of this applicant wil time and effort in providing this	l greatly assist us in making a			Iary Washington. Your candid ne program. We appreciate your
When you have completed the	recommendation, please do t	the following:		
1. Mail, fax, or email the rec	commendation directly to the	University,		
Or				
2. Seal the recommendation	in the envelope, sign your na	ame across the flap, and	return it to the applicant.	
How long have you known the	applicant?			
I have known this applicant as	an/a:			
☐ Undergraduate student	☐ Graduate student	☐ Co-worker	☐ Employee	☐ Other
I have served as the applicant's:				
☐ Direct Supervisor	☐ Instructor	☐ Employer	☐ Co-worker	☐ Other



Please give us your appraisal of the applicant in terms of the qualities below. Rate the applicant in comparison to other graduate school applicants, school administrators, or other representative groups you have known.

	Top 5% Exceptional	Top 25% Above Average	Average	Lower 25% Below Average	Not Observed
Integrity					
Motivation for graduate work					
Ability to work independently					
Ability to work with others					
Written communication skills					
Oral communication skills					
Leadership potential					
Teaching performance					
Professional commitment					
Ability to solve problems					
Organizational skills					
Judgement					
Ability to motivate self and others					
Intellectual ability					
ease feel welcome to add any addition duate degree program.	al comments rega	rding the applicant's stre	ngths and/or weak	knesses in regard to succ	essfully completin
you recommend this applicant for ac Strongly recommend May we contact you regarding this applicant.	Recommend	☐ Recommend with		☐ Do not recommen	d
mature:			I	Date:	
nted Name:			1	Fitle:	
ganization:					
			7	Phone:	

COLLEGE OF EDUCATION

GRADUATE DEGREES APPLICANT RECOMMENDATION

TO BE COMPLETED BY	APPLICANT			
Applicant:			SSN:	
Name of person recommending	applicant:			
confidential recommendations.	While we do not require that	t you waive your right to	read this recommendation	sion to waive their right of access to on, we do believe that such a waiver ation, please sign the statement below.
	tht of access to this recomm in is used solely for the purpo		-	
Applicant's Signature:			Date:	
TO BE COMPLETED BY	RECOMMENDER			
The person whose name appears assessment of this applicant will time and effort in providing this	greatly assist us in making		•	, 0
When you have completed the r	ecommendation, please do t	the following:		
1. Mail, fax, or email the reco	ommendation directly to the	University,		
Or	: 4h1:			
2. Seal the recommendation	in the envelope, sign your n	ame across the nap, and	return it to the applicant.	
How long have you known the	applicant?			
I have known this applicant as a	n/a:			
☐ Undergraduate student	☐ Graduate student	☐ Co-worker	☐ Employee	☐ Other
I have served as the applicant's:				
☐ Direct Supervisor	☐ Instructor	☐ Employer	☐ Co-worker	Other



Please give us your appraisal of the applicant in terms of the qualities below. Rate the applicant in comparison to other graduate school applicants, school administrators, or other representative groups you have known.

Integrity Motivation for graduate work Ability to work with others Written communication skills Oral communication skills Leadership potential Teaching performance Professional commitment Ability to solve problems Organizational skills Judgement Ability to motivate self and others Intellectual ability		Top 5% Exceptional	Top 25% Above Average	Average	Lower 25% Below Average	Not Observed
Ability to work with others Written communication skills Oral communication skills Oral communication skills I Leadership potential Teaching performance Professional commitment Ability to solve problems Organizational skills Judgement Ability to motivate self and others Intellectual ability That do you consider to be the applicant's particular strengths or talents? Intellectual ability That do you recommend this applicant for admission to a graduate degree program? Strongly recommend Recommend Recommend with reservation Do not recommend May we contact you regarding this applicant? Yes No Ingulature:	Integrity					
Ability to work with others Written communication skills Oral communication skills Leadership potential Teaching performance Professional commitment Ability to solve problems Organizational skills Judgement Ability to motivate self and others Intellectual ability hat do you consider to be the applicant's particular strengths or talents? **Table to add any additional comments regarding the applicant's strengths and/or weaknesses in regard to successfully complete aduate degree program. **Table to add any additional comments regarding the applicant's strengths and/or weaknesses in regard to successfully complete aduate degree program. **Description of the applicant for admission to a graduate degree program?* Strongly recommend Recommend Recommend with reservation Do not recommend May we contact you regarding this applicant? Yes No Date:	Motivation for graduate work					
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Teaching performance Professional commitment Ability to solve problems Organizational skills Judgement Ability to motivate self and others Intellectual ability and to you consider to be the applicant's particular strengths or talents? asee feel welcome to add any additional comments regarding the applicant's strengths and/or weaknesses in regard to successfully complete duate degree program. you recommend this applicant for admission to a graduate degree program? you recommend this applicant for admission to a graduate degree program? you recommend may be commend recommend recommend recommend reservation regarding this applicant? you recommend be recommend recommend recommend recommend recommend reservation regarding this applicant? Title:	Oral communication skills					
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ase feel welcome to add any additional comments regarding the applicant's strengths and/or weaknesses in regard to successfully complete duate degree program. you recommend this applicant for admission to a graduate degree program? Strongly recommend Recommend Recommend with reservation Do not recommend May we contact you regarding this applicant? Pes Date: Intel Name: Title:	Ability to motivate self and others					
ase feel welcome to add any additional comments regarding the applicant's strengths and/or weaknesses in regard to successfully complete duate degree program. you recommend this applicant for admission to a graduate degree program? Strongly recommend Recommend Recommend Do not recommend May we contact you regarding this applicant? Yes No Date: mature: mature: Title:	Intellectual ability					
Strongly recommend		nal comments rega	rding the applicant's streng	ths and/or weak	enesses in regard to succ	essfully completin
Strongly recommend						
inted Name: Title: rganization:	☐ Strongly recommend ☐	Recommend	☐ Recommend with r	eservation	☐ Do not recommen	d
inted Name: Title:	maturo			Т)ata:	
ganization:				<i>L</i>	······	
	inted Name:			Т	itle:	
vail Phone:	ganization:					
	ail			<i>P</i>	Phone:	